Create an MVD Record

To create an MVD record, complete the following steps:

1. Click the **Check Processing** tab.

2. Select **Manage Verification** and click **Create MVD Record**. The *Step 1 of 2: Define the MVD Record* page appears.

3. Enter the MVD details and click **Next**.

   - Enter the **User Defined Field** details
   - Select the **Search Type**
   - Enter the **Bank Routing Number**, *required*
   - Enter the **Account** number
   - Select the **Trade Status**, *required*
   - Enter the **Deny Date**, *required*
   - Select the **OTC Endpoint**, *required*
   - Enter comments in the **Note**

   Application Tip

   A trade status of **Blocked** or **Denied** automatically defaults to the **Deny Date** of 9/09/2099 and the date cannot be modified.

   Application Tip

   The **Deny Date** indicates the date when the suspension period ends. The **Deny Date** must be greater or equals to today's date.

4. The *Step 2 of 2: Create MVD Record* page appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered and return to Step 3.

5. A *Confirmation* page appears stating that the MVD Record has been created.

   Application Tip

   Additional buttons on the page that help you perform other tasks:
   - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
   - Click **Clear** to clear all data fields and reset to the default selections.
   - Click **Previous** to return to the previous page.
   - Click **Return Home** to the OTCnet Home Page.